Definitions:

**“Under the Influence” –** means an individual is impaired by alcohol or illegal drug in any detectable manner. The symptoms of being under the influence are not confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty I maintaining balance. A determination of “under the influence” can be established by a professional opinion a medically accepted drug or alcohol screening test, or a lay person’s opinion based upon observation and/or events.

**LEAD CLS**

**The following steps should be taken for behavior observed for an employee reported from another department:**

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| STEP | ACTION |
| 1 | Observe  If the behavior is from a non-Laboratory employee **:**   * The behavior has been observed and confirmed by manager(s) or administrator from another department |
| 2 | Inform  The administrator or the manager of the employee will call the Laboratory with a request to perform drug and alcohol testing.  **C:\Users\A755035\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S8TV6T71\warning-sign11[1].png Lead CLS will need to contact the manager on-call. The manager on-call assignment will be posted.**   * **Weekend** (Friday night after 2230 to Sunday 2230) – The on-call manager is the assigned manager for the weekend. * **Holiday** – The on-call manager is assigned for the specified holiday. * **Weekday, Non-Holiday** – Lead CLS to contact shift manager or designated “backup”manager if the manager has time off. |
| 3 | Confirm   * The behavior has already been confirmed by another manager(s) or administrator. * The laboratory is not involved in observing and confirming behavior. |
| 4 | Interview and Testing   * Laboratory Manager On-Call will be called to report to the Laboratory. * Drug testing are requisitions kept inside Overnight shift manager’s cabinet/file. * Blood Specimen collection to be done by laboratory manager called in. * Urine specimen to be collected under supervision by employee’s manager. Urine given to Laboratory Manager to check temperature indicator within acceptable limits. * The employee’s Manager and/or Administrator to conduct interview of their own employee. * Laboratory Manager is not involved with the interview of an employee from another department. |